

## **AGENDA**

### **COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION**

**February 1, 2005  
Aldermen Smith, Guinta,  
Osborne, Shea, Thibault**

**Upon Recess of BMA  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Chairman Smith calls the meeting to order.
2. The Clerk calls the roll.
3. Chairman Smith advises that Ordinances are to be considered for consistency with the rules of the Board, and required laws, and requests the Clerk to make a presentation relative to the Ordinances:

“Amending Sections 33.024, 33.025 and 33.026 (Reconstruction Coordinator) of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.079(H) (Vacations) of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.081 (4)(a) (Sick Leave) of the Code of Ordinances of the City of Manchester.”

“Amending Chapter 90: Animals., Section 90.11 License Required of the Code of Ordinances of the City of Manchester.”

“Authorizing the Mayor to Dispose of Certain Tax Deeded Property Known as West Haven Road, Map 0922/Lot 0039-A.”

“Amending the Zoning Ordinance of the City of Manchester by extending the R-SM (Residential Suburban Multi-Family) zoning district to include property currently zoned R-S (Residential Suburban) located on Front Street and Hackett Hill Road and known as Tax Map 767, Lots 4 and 4B.”

4. Chairman Smith advises that a presentation having been made, if all is in order, a motion is in order to advise that the Ordinances presented are properly enrolled.
5. If there is no further business, a motion is in order to adjourn.

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Reconstruction Coordinator) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Reconstruction Coordinator, Class Code 5606

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Reconstruction Coordinator, Class Code 5606, Grade 17,  
**non-exempt**  
Reclassify one position Equipment Operator V (Lawrence) to  
Reconstruction Coordinator

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Adopt new Class Specification, Class Code 5606, Reconstruction  
Coordinator

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

# Draft



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Reconstruction Coordinator</b>
<b>Class Code Number</b>	5606-17

#### General Statement of Duties

Operates complex motorized construction and repair equipment while supervising road construction crew of Highway personnel; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee daily assigned work while operating specialized equipment involved in municipal construction projects. The work is performed under the supervision and direction of the Chief of Street Operations and/or Assistant Chief of Operations but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Laborer, Public Services Worker, Equipment Operators II, III and IV and related positions. The nature of the work performed requires that an employee in this class be able to operate specialized heavy equipment while establishing and maintaining effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

#### Examples of Essential Work (illustrative only)

- Directly supervises a work crew, and participates in repair, maintenance and construction activities, operates construction equipment;

- Establishes job priorities and time frames for assigned personnel;
- Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
- Trains employees on equipment, task procedures, work standards and proper safety procedures;
- Completes thorough and accurate reports on daily work activities, including tasks completed;
- Serves as liaison to internal and external customers and responds to requests and inquiries concerning programs, policies, procedures, time lines for construction, maintenance and repair projects;
- Determines when additional staff and resources are necessary to complete duties in timely manner and coordinates needs with other Supervisors and Superintendents;
- Operates complex motorized equipment, including excavator, two-yard and larger loaders, motor graders, backhoes, truck or tractor and trailer combinations, low-boy, self propelled roller, pavers, planers and bulldozers;
- Participates in snow plowing, operating grader, plows and applying salt as needed;
- Evacuates trenches, spreads earth, digs holes, clears debris and related earth moving procedures; Grades and resurfaces streets; Cuts and finishes grades and prepares sub-grades;
- Performs street construction, maintenance and repair functions, including raking asphalt to provide an even thickness, tamping and finishing, paving holes with asphalt, runs rollers, spreads and tamps gravel, digs and resets manhole covers and related equipment;
- Performs other duties of construction and maintenance crews as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;"><b>Required Knowledge, Skills and Abilities</b> (at time of appointment)</p>
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- Thorough knowledge of assigned area of work within the Public Works Department, including streets, sewers, sidewalks, bridges, street cleaning or a related area;
- Thorough knowledge of Manchester City geography, streets and business locations;
- Thorough knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Thorough knowledge of the operation and maintenance and skill in the operation of construction and maintenance equipment, including excavators, backhoes, trucks, asphalt

sealers, rollers and tampers, sewer cleaning equipment, snow plows, street sweepers and related;

- Thorough knowledge of safety practices for equipment, hand and power tools;
- Comprehensive knowledge of construction heavy equipment;
- Thorough knowledge of supervisory principles and practices;
- Some knowledge of surveying principals and practices;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on field operations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from High School or possession of a GED; and
- Experience equivalent to the position of a Highway Supervisor I or II; and considerable experience in motorized equipment operation; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- On call status;
- Class B CDL.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools continuously and to lift and carry, through a full

range of motion, up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds continuously;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and access construction equipment and to be able to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## AN ORDINANCE

"Amending Section 33.079(H) (Vacations) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend Section 33.079(H) (Vacations) of the Code of Ordinances by deleting language stricken (--) and inserting new language as bolded (**bold**). Language of Section 33.079(H) struck through or bolded remains unchanged.

### § 33.079(H)

Maximum vacation Accrual. No employee shall be permitted to accrue in excess of **two times his/her** ~~one and one-half times his~~ annual earned vacation. ~~For example, an employee who earns ten days of vacation per year shall have no more than 45~~ **20** days earned vacation to his credit at any one time; an employee who earns 15 days of vacation per year shall have no more than ~~22 1/2~~ **30** days earned vacation to his credit at any time; and an employee who earns 20 days of vacation per year shall have no more than ~~30~~ **40** days earned vacation to his credit at any one time.

- II. This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## AN ORDINANCE

"Amending Section 33.081 (4) (a) (Sick Leave) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend Section 33.081(4)(a) (Sick Leave) of the Code of Ordinances by deleting language stricken (--) and inserting new language as bolded (**bold**). Language of Section 33.081(4) struck through or bolded remains unchanged.

§ 33.081(4)(a)

Upon death (while employed by the city) or paid retirement, **all accrued sick leave up to a maximum of eighty (80) days, plus one-quarter (1/4) of the balance of the days accrued over eight (80) but not more than on hundred twenty (120) days, shall be payable to the employee or the designated beneficiary.** ~~employees may be paid up to 80 days of accrued sick leave.~~

- II. This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## AN ORDINANCE

"Amending Chapter 90: Animals., Section 90.11 License Required of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows:

- I. Amend the Code of Ordinance by inserting new language in Section 90.11 License Required as **bolded**. Portions of the following section that remain unchanged appear in regular type.

(A) All dogs kept, harbored, or maintained by their owner or keeper in the city shall be licensed annually in accordance with the provisions of R.S.A. Ch. 466 at fees established as follows:

<b>Puppies (4 to 7 months old)</b>	<b>\$ 7.50</b>
Neutered male/spayed female	\$ 7.50
Male/female	\$10.00
Senior citizen owner	
First dog	\$ 3.00
Group license	
Five or more dogs	\$20.00

(B) There shall be a charge of \$1.00 for each month or any part thereof that the fees remain unpaid if said fees are not paid before June 1 in any year.

- II. This Ordinance shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## AN ORDINANCE

"Authorizing the Mayor to Dispose of Certain Tax Deeded Property  
Known as West Haven Road, Map 0922/Lot 0039-A."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows:

- I. That in accordance with New Hampshire RSA 80:80, the Mayor is authorized to convey a parcel of tax-deeded property known as West Haven Road, City Map 0922/Lot0039-A in the City of Manchester to Dennis and Diane Traynor of 139 Mayflower Drive and Harold Bradley of 20 Robin Hill Road, subject to conditions set forth herein. A purchase and sales agreement shall be executed listing terms to include the City attaining approval of the subdivision of said property, approval of consolidation of property with abutters lots, and reimbursement of costs to the City by the purchasers at a cost not to exceed Three Thousand Dollars (\$3,000.00).

Said property was acquired by Tax Collector's Deed dated January 16, 1991 and recorded in the Hillsborough County Registry of Deeds on January 21, 1991, Book 5234, Page 1626. The Board of Assessors concurs that the above noted disposition reflects a reasonable value.

The Board finds just cause to sell such property to the abutter as said parcel is considered residual/unbuildable, serves no practical public purpose other than to the abutters, is presently a liability to the City as a waste disposal site, and sale of property to the abutters shall place the property on the tax roles.

- II. This Ordinance shall remain in effect for a period of two years (2) from the date of passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-SM (Residential Suburban Multi-Family) zoning district to include property currently zoned R-S (Residential Suburban) located on Front Street and Hackett Hill Road and known as Tax Map 767, Lots 4 and 4B.

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION I. "Amending the Zoning Ordinance of the City of Manchester by extending the R-SM (Residential Suburban Multi-Family) zoning district to include property currently zoned R-S (Residential Suburban) located on Front Street and Hackett Hill Road and known as Tax Map 767, Lots 4 and 4B, and being more particularly bounded and described as follows:

Beginning at a point on the centerline of the intersection of Front Street and Hackett Hill Road extended, said point being on the zone boundary line of the R-SM (Residential Suburban Multi-Family) zone district and the R-S (Residential Suburban) zone district, prior to this amendment;

Thence, westerly along the centerline of Hackett Hill Road, approximately 680 ft. to a point on the centerline of I-293 (F. E. Everett Highway), said point being the zone boundary line of the R-SM (Residential Suburban Multi-Family) zone district, the R-S (Residential Suburban) zone district, and the RP (Research Park) zone district, prior to this amendment;

Thence, northerly along the centerline of I-293 (F. E. Everett Highway), also being the zone boundary line of the R-S (Residential Suburban) zone district, and the RP (Research Park) zone district approximately 856 ft. to a point;

Thence, easterly along the extended property line of TM 767, Lot 4A and TM 767, Lot 4 approximately 344 ft. to a point;

Thence, southeasterly along the property line of TM 767, Lot 6 and TM 767, Lot 4, as extended to the zone boundary line of the R-S (Residential Suburban) zone district and the R-SM (Residential Suburban Multi-Family) zone district prior to this amendment, a distance of approximately 370 ft. to a point;

Thence, southerly along the zone boundary line of the R-SM (Residential Suburban Multi-Family) zone district and the R-S (Residential Suburban) zone district prior to this amendment, approximately 672 ft. to a point, said point also being the point of beginning.

Said description to include TM 767, Lot 4 and TM 767, Lot 4B and consisting of approximately 8.3 acres of land.

SECTION II. Resolve this ordinance shall take effect upon passage.